



Job Description

Title: **Administrative Analyst**
Department: **Administration**
FLSA Status: **Non-Exempt**

GENERAL PURPOSE

Perform a variety of detail oriented, technical and complex administrative and financial support related to the functions of City departments and the organization including lateral substitution and coverage for other department administrative positions as required.

SUPERVISION RECEIVED

Work primarily under the general supervision of the City Manager or as otherwise assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides technical and administrative assistance, including preparation of correspondence and reports; gather, interpret, and prepare data for reports and recommendations; coordinate other assigned activities with departments and agencies as required;
- Provides primary administrative service and support for City departments including special projects as assigned;
- Assist as required and assigned in preparation and processing payments and expenditures through accounts payable; receiving and distributing invoices to departments;
- Assist as required and assigned in preparation, monitoring, and processing revenues through the accounts receivable process;
- Assist as required and assigned with development and preparation of annual budget;
- Assist as required and assigned with preparation and verification of payroll process, including all associated regulatory and report filings.
- Coordinate and manage facility reservations including payments and reconciliation for park pavilions and community rooms, keeps reservation calendar up-to-date;
- Provide primary content management as assigned on City website and City calendar;
- Assist as required and assigned in preparation of mailings including but not limited to Public Hearing notices;
- Answers telephones, provides general and specific information; transfers the caller to the appropriate employee or department;
- Orders, receives, stocks and distributes office supplies for the department;
- Types emails, memos, correspondence, reports, and other documents, as needed;
- Maintains harmony among workers.

PERIPHERAL DUTIES

- Provides coverage to the City Departments as assigned;
- Attend meeting and act as the City's representative where directed and as assigned;
- Other duties as assigned;
- Supports departments as assigned;
- Attends seminars and workshops related to duties and responsibilities.

- Attends professional development workshops and conferences. Travels to various destinations in and out of the City and may require overnight stay.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from an accredited four-year college or university.
- Minimum of 3-5 years of responsible administrative, financial experience.
- Any combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- Effectiveness at multi-tasking and project management;
- Expert-level application software proficiency including but not limited to Microsoft suite as well as and including web client Content Management tools.
- Excellent verbal and written communication & interpersonal skills;
- Knowledge and understanding of financial processes and procedures;
- Meticulous, detail-oriented, proficient organizational skills;
- Punctuality; ability to meet deadlines;
- Knowledge of digital audio, visual, telecommunications and computer system(s);
- Tact, good judgment and patience;
- Assertiveness when necessary and maintenance of composure in all situations, including difficult customers and stressful conditions;
- Superior customer service, both face-to-face and over the phone;
- Aptitude and initiative for procedural efficiency and problem solving;
- Adaptability to changing environment and workloads;
- Maintenance of a professional appearance

SPECIAL REQUIREMENTS

- Valid State Driver's License, or ability to obtain one.
- Must be bondable
- Notary Public

TOOLS, EQUIPMENT & APPLICATION SOFTWARE USED

Personal computer including Windows 7; Microsoft Office, including Outlook, Excel, Word, PowerPoint; My Government Online and My Permit Now; InCode; Laserfiche Client; Vision Live Web Editor; word processing, spreadsheet, internet, web client, 10-key calculator; phone; scanner/copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies on a day-to-day basis.

ACKNOWLEDGEMENT

By signing below you understand the requirements, essential duties and responsibilities, of the position. You also understand this job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. All employees of the City of Bee Cave are employed at-will, unless they have a contract approved by the City Council.

Employee Signature

Date

Supervisor Signature

Date